

STATEMENT OF WORK

Assessment of Business Processes for Managing Security Assistance Projects Under the Framework Agreement

This is a firm fixed price type of contract that includes all work, including furnishing all labor, materials, equipment and services, overhead, insurance and profit. Interested offerors are requested to submit a proposal for either or both sections as described in the attached project description document entitled:

Project Description Assessment of Business Processes for Managing Security Assistance Projects Under the Framework Agreement

This contract/purchase order is for work intended to assess, analyze, describe, and make recommendations to enhance, the business processes used by Stakeholders to manage security assistance projects funded through the Framework Agreement (FA), as further described in the attached project description.

An inspection visit and pre-bid conference will be arranged by the Bureau of International Narcotics and Law Enforcement Affairs Section (INL/J) at the U.S. Consulate in Jerusalem.

Offerors will be required to provide all personnel, supplies, equipment, tools and parts, as none are available at the sites, and the government will not provide any such support.

Period of Performance

The period of performance will commence upon award of contract, and will be for a period of 6 months, with an option to extend for an additional thirty (30) days in the event unexpected problems are encountered sites that require greater than anticipated levels of effort to resolve.

Contractor shall be required to commence work within 15 calendar days after the date of receiving the notice to proceed.

Liquidated Damages:

(a) If the Contractor fails to complete the work within the time specified in the contract, or any extension, the Contractor shall pay liquidated damages to the Government in the amount of NIS 500 for each calendar day of delay until the work is completed or accepted.

(b) If the Government terminates the Contractor's right to proceed, liquidated damages will continue to accrue until the work is completed. These liquidated damages are in addition to excess costs of repurchase under the Default clause.

Performance Schedule

The offeror shall include as part of the technical proposal a schedule indicating, at a minimum, when the work will begin, the progression of visits to stakeholders, periodic meetings with INL/J, and delivery of final report to INL/J. The assessments may be completed sequentially or together, which ever will enable the soonest completion date. The schedule shall be in sufficient detail to clearly show the planned work for each site and the planned commencement and completion dates. This is a priority need, and completion time will be a significant factor in evaluating proposals.

The attached project description document contains the requirements that provide all offerors with the full scope of the project. It is also recognized that additional problems, defects or omissions may be discovered during the assessment period. If that occurs, the offeror shall immediately notify the Contracting Officer's Representative (COR) before taking any action on the newly discovered problem(s). In such cases, the offeror may be asked to propose additional work to correct the problem, and such proposal may be considered by the Government.

Proposal Submission

Interested offerors shall submit a price proposal and a detailed technical proposal that explains the type of work and level of effort that will be required to perform the work necessary to complete the attached assessments and reports required in the attached project description.

Technical Proposal

At a minimum, the technical proposal shall include information demonstrating the offeror's qualifications and ability to perform all required services necessary to address the attached list, to include:

- Demonstrated capabilities for business process analysis and complex workflows within organizations, as well as among different organizations in the context of the Palestinian Authority ministries.

- References from prior performance of similar or related analytical work.
- Professional credentials and certifications of staff assigned to this project.
- Evidence that the offeror has all licenses, insurances and permits required by local law; and bank guarantees for liquidated damages.
- Offerors must show proof of all necessary travel permits for staff, and demonstrate the ability to perform all work requirements in the West Bank and Jerusalem, since stakeholder sites exist in both locations.
- The technical proposal shall include a plan outline for accomplishing the work specified in this SOW and the attached project description.
- The technical proposal shall identify the Offeror's technical and analytical expertise, any expert staff and their prior professional experience and training, certification or other special qualifications for conducting these analytic tasks.

Cost Proposal:

The cost proposal should be submitted in local currency (NIS), and shall include a detailed summary of costs. At a minimum, the cost proposal shall include:

- Cost of parts, administrative supplies, and any specialized software or equipment required for the work;
- Labor costs by function and hourly rates;
- Any storage, environmental, or other additional fees;
- Sub-totals by category of service; and
- Total of overall cost.

NOTE: At a minimum, offerors shall submit technical and cost proposal sufficient to address the assessments and other activities listed in the attached description document. Proposals that fail to address each listed item will be rejected as unresponsive, and will receive no further consideration.

Evaluation

The Government intends to award a contract resulting from this proposal to the lowest priced, technically acceptable offeror who is a responsible contractor. All proposals received will be evaluated to ensure that each proposal is complete in terms of submission of each requirement specified. Proposals that are missing a significant amount of the required information may be eliminated from consideration, at the Government's discretion.

Payment Schedule

Payment shall be made within 30 days after receipt and review of an accurate, complete, and detailed invoice for all services and supplies provided by the selected contractor(s) in the execution of the tasks specified in Phase One, Steps One and Two of the DCS project description. Partial payments authorized upon completion of each Step.

Contract Supervision

A Contracting Officer's Representative (COR) will be responsible for inspection and acceptance of services. These duties include review of contractor invoices, including the supporting documentation required by the contract. The COR may provide technical advice, substantive guidance, inspections, invoice approval, and other purposes as deemed necessary under the contract. The COR for this contract is:

The Deputy Director
INL Jerusalem
U.S. Consulate General Jerusalem